



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
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Standard Operating Guidelines

SOG NO.: KP-1-0031

SOG TITLE: CRIMINAL HISTORY AND TRAFFIC VIOLATION RECORDS

ADOPTION DATE: 01/02

REVISION DATE:

NO. OF PAGES: 2

Purpose: To assure members of the organization and those who drive organization vehicles represent the organization to be of the highest caliber morally and ethically; as well to assure individuals are legally entitled to drive vehicles, law enforcement records access may occur within the following guidelines.

As part of the engagement of services of members by the King of Prussia Volunteer Fire Company (KPVFC), the KPVFC retains the right to contact appropriate law enforcement agencies and our insurance carrier regarding information on individuals.

Criminal History Checks:

As a condition of organizational participation, KPVFC members may also be required to undergo periodic criminal history checks at times specified by KPVFC. In connection with these examinations, employees and volunteers are required to authorize KPVFC to access their criminal history records, if requested. Further, it should be understood that KPVFC may receive a full criminal history report from appropriate law enforcement agencies regarding criminal history. KPVFC pays for these documents as appropriate.

Any criminal charges or citations/violations which may impact your ability to serve the organization must be reported to the Chief, immediately. KPVFC reserves the

right to suspend or dismiss a member depending upon the seriousness of the incident and history of the member.

Motor Vehicle Record (MVR) Checks:

As a general rule, our insurance carrier annually seeks motor vehicle record checks on individuals who are qualified to drive any organizational vehicle. This is carried out by Upper Merion Township.

KPVFC is not responsible for the payment of any fines incurred by members for traffic violations incurred while driving KPVFC vehicles. Any traffic violation incurred by a member of KPVFC in a KPVFC vehicle MUST be reported immediately to the Chief or OIC.

KPVFC reserves the right to require additional training, suspend, or to dismiss a member depending on the seriousness of the incident and history of the member. Any questions about your criminal history should be directed to the Chief. These reports will NOT be maintained in KPVFC personnel files.